



## **Peace Corps – NEPAL**

### **Limited-term Contract Statement of Work**

**Position Title:** Language and Culture Facilitator (LCF)

**Work Hours:** Full time +. This is a limited-term (March 7 – June 10, 2016) contract.

**Reports to:** Training Coordinator/ Training Manager

#### **Position Summary:**

Under the direct supervision of the Training Manager (TM) and under the guidance and coordination of Training Coordinator (TC) and Senior LCF the Language and Culture Facilitator (LCF) conducts Nepali language training classes and helps Peace Corps Trainees (PCTs) to learn about Nepali culture and gain the knowledge, skills, and attitudes necessary for living and working successfully in Nepal. LCFs work with small groups of PCTs (4 -5 per group) and live immersed in Nepali communities for more than 11 weeks. LCFs follow a prescribed curriculum and use a variety of language training techniques and methodologies. They serve as a primary cultural bridge between the PCTs and their host families and communities in which they are living, and also provide emotional support to PCTs as they transition to life in Nepal. LCF will be required to follow a six-day work week and work during holidays.

#### **REQUIRED QUALIFICATIONS:**

1. Must have Bachelors Degree in any discipline.
2. Must be fluent in both written and spoken Nepali, and able to train others in speaking Nepali.
3. Must be able to communicate effectively in written and oral English with PCs and staff.
4. Must have good support and counseling skills.
5. Ability to speak directly and knowledgeably with foreigners about cultural topics
6. Must be willing to live with a Nepali family at the Training site (outside of Kathmandu) for 13 to 15 weeks

#### **DESIRED QUALIFICATIONS:**

1. Previous experience in teaching Nepali to foreigners is strongly preferred

#### **MAJOR DUTIES AND RESPONSIBILITIES**

##### **LANGUAGE AND CULTURE TRAINING**

1. Actively participates in the General Training of Trainers (TOT) and the TOT for Language and Culture Facilitators (LCFs) conducted prior to Peace Corps Trainees' (PCTs) arrival.
2. Builds teamwork among fellow training staff and supports PC/Nepal staff and training team efforts and decisions.
3. Creates or modifies daily language lesson plans using Peace Corps/Nepal (PC/N) Language training curriculum and Lesson plan format.



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4. Prepares all necessary materials, visuals, activities, worksheets under the guidance of the Training Coordinator. Collaborates through the Senior LCF with the Training Administrative Assistant (TAA) for any necessary reproduction or purchase of training materials.
5. Coordinates with all other component trainers to effectively integrate safety, health, technical and cross-cultural components into language training.
6. Conducts language classes at cluster sites, making appropriate lesson modifications based upon the learning needs of the PCTs and feedback received from them, paying particular attention to meeting the learning needs of adults.
7. Gives Nepali Language and Cross-Culture assignments to PCTs to perform at their PST sites and follows up the assignments.
8. Monitors and evaluates individual PCTs. Provides timely and regular feedback to PCTs regarding their progress in language acquisition and cultural understanding.
9. Uses coach approach to help PCTs solve their issues and does not prescribe solution
- 10.
11. Documents PCTs performance in the language and cultural components, as well as their personal attributes, and shares with the Senior LCF, TC and TM. Reports potential issues to the TC and TM before they become problems.
12. Provides support to PCTs on technical and cross-cultural/community activities and during technical practicum. Participates in field trips and integrates appropriate Technical Nepali Language.
13. Assists PCTs in practicing classroom-based topics outside of the classroom, encourages them to interact with community members, establish contacts with institutions, and obtaining resources at the local level.
14. Assists PCTs in developing skills and ability to achieve success by modeling the use of incorporating available resources to meet training goals.
15. Participates in all plenary training group activities.
16. Submits all lesson plans, language/cultural materials and other documents to the Training Coordinator for future use.
17. Responsible for maintaining inventory their cluster's PST supplies and equipment, and for returning these supplies at the end of PST.
18. Actively participates in an end-of-PST evaluation, making recommendations for improvement for the next PST.
19. Carries out additional duties as assigned by the Training Coordinator or Training Manager.

#### **TRAINEE SUPPORT:**

1. Initially serves as the intermediary between host families and PCTs. Prepares host families before PCT arrival.
2. Helps PCTs to develop cross-cultural knowledge and skills by acting as a language and cultural informant both formally (in class) and informally.
3. At a basic level assesses the PCT's health and well-being, and reports any possible health issues to the appropriate staff.



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4. Maintains a high level of confidentiality when dealing with PCT health issues and other concerns and shares on a need to know basis only.
5. Regularly conducts monitoring and evaluation visits to PCTs and their host families in order to assess living conditions, food situation, and relationship between the family members and PCTs, and assists them in resolving their own issues related to their home stay experience.
6. Explains and interprets the actions and reactions of both parties (PCT and host family) in day-to-day social interaction.

### **OCCASIONAL MONEY HANDLER**

The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

### **SAFETY AND SECURITY**

1. Is knowledgeable of the Peace Corps Emergency Action Plan (EAP) and in the event of an emergency conducts his/her role in helping to ensure the safety of Peace Corps Trainees and Staff.
2. Assists the Training Manager in developing, assessing and redesigning competencies and training sessions as required.
3. Evaluates and reports Volunteer/Trainee acquisition of safety and security competencies. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager.
4. Supports the safety and security systems that are in-place for pre-service training, including reinforcing Trainee roles and responsibilities related to personal safety and security.
5. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
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7. Integrates into the community at the Training site, with a focus on developing positive relationships with community members during PST.
8. Serves as a warden for the PCTs at his/her cluster site.

### **OTHERS**

1. As required and instructed by the Training coordinator or Training Manager
2. Follows Peace Corps Policies and Guidelines for Professional Trainer/staff behavior